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CONFIDENTIAL (July - dec. 59)

Chief, Management Staff

14 September 1959

Chief, Records Management Staff

Weekly Report for Week Ending 9 September 1959

1. Contributions

a. Tangible

(1) One hundred and forty-two cu. ft. of inactive records were transferred to the Center by five offices.

(2) The Records Center destroyed only 10 cu. ft. of records as a result of having to detail four people to the FN Vault during the Alert. Seven hundred and fifteen cu. ft. remain to be burned.

(3) Completed one new and one revised form; made one form obsolete.

(4) Completed the review of OSI's revised Records Control Schedule and forwarded it for application.

b. Intangible

(1) Reviewed Agency requirements for all Standard (Government) Forms, brought all records up to date, and notified offices of forms obsoleted.

(2) During Operation Alert, serviced 241 requests for records, assisted offices in reviewing their deposits, and oriented new emergency personnel. About 125 persons were given tours of the Center and the Vault.

2. Assignments - Active

a. Forms

(1) Nine new and thirteen revised forms in process.

(2) Teletype Dissemination Information Reports and Systems. Contract for new form awarded.

(3) Revision of Dispatch Forms. DD/P advised they are working on proposed revisions prior to the next reprinting.

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(4) Improved Management of Stocked Forms. Continuing to correct problem of issuing new stocks of forms before using up old stocks.

(5) New Building Project. Record Control Schedule being typed.

(6) Expediting Printing of Information Reports. Discussed with OTR representative plan for a course of instruction on the preparation of reports.

(7) Courier Receipt and Log Record, and Agency Multi-purpose Envelope. Low bid on the new envelope will bring its cost to only three or four mills above that for GSA stocked envelopes. This slight increase will be considerably offset by the versatility and reusable features of the envelope and its use in conjunction with the improved Courier Receipt and Log Record.

(8) Improvement of Quality of Information Reports Production. Manufacturer of forms has agreed to write a paper on how to store and handle offset and ditto masters.

b. Shelf Filing

(1) Office of Personnel.

(2) Contact Division [redacted] 25X1

(3) Office of Security.

(4) OCR. Awaiting arrival of shelving.

(5) OTR. Requisitions for equipment being processed by Logistics.

25X1 (6) [redacted] (New project). Request for survey received.

(7) Communications/TSS Staff (New project). Surveyed the area and recommended shelving for oversized material.

c. Filing Systems

(1) PSIS. Conversion to shelving released one 5 drawer cabinet, two 3 section book cases, and several cu. ft. of records.

(2) Medical Staff.

(3) File System Clerical Recruitment Branch/OP.

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(4) FE/DD/P. Project dropped. Existing equipment will be used.

(5) SA/DD/P.

(6) Watch Officer.

d. Records Control Schedules

(1) Executive Registry (Revised). Proposed changes referred to ARD for comment.

(2) [redacted] 25X1

(3) New Building Site. (New)

25X1 [redacted]

(5) OSI (Revised).

e. Special Projects

(1) Revision and Reorder of Overnight Storage Boxes.

(2) DD/P Support Records. Met with [redacted] Office of the SSA/DD/S, to discuss reviewing records holding of that office. 25X1

(3) Predecessor Agency Records.

(4) Entrance-on-duty and Refresher Training in Filing.

(5) Demonstrator File on Subject-Numeric System.

(6) DD/P Trainees.

f. Vital Records

See Paragraph 1 b (2) on Operation Alert.

3. News

25X1 [redacted] attended the Agency conducted course on the RCA 501 Computer. 25X1

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